

Application Guidance Notes for the Post of Community Activities Worker

1. The Application Pack contains the following documents:
 - i. Job Description and Person Specification
 - ii. Application Form
 - iii. Equality and Diversity Policy Statement
 - iv. Equality and Diversity Monitoring Form
 - v. Description of Epilepsy Connections' services
2. When completing the application please refer to the person specification and tell us how your qualifications, skills, experience and knowledge match our criteria. Keep your answers as succinct as possible.
3. Do not enclose your CV as this will not be included in the shortlisting process.
4. We guarantee to interview all applicants who describe themselves as having a disability and who meet the essential criteria for the post as described in the person specification.
5. Please return your application to Georgia Curran at gcurran@epilepsyconnections.org.uk or by post to:

Georgia Curran
Epilepsy Connections
129-134 Baltic Chambers
50 Wellington Street
Glasgow G2 6HJ

6. **Closing date for applications is midnight on 16 April 2023.**
7. If you do not hear from us by 21 April 2023 please assume your application has been unsuccessful.
8. **Interviews will be held on Tuesday 25 April in Irvine.**
9. We welcome appropriate applications from across the community. Applications from speakers of community languages with the experience we are looking for are particularly welcome.
10. We handle all personal data in compliance with the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR). The personal information you provide to us in your application will be used for recruitment purposes only and held only for as long as necessary after which it will be securely destroyed.